

DEPARTMENT OF TRANSPORTATION
PROFESSIONAL SERVICES MANAGEMENT UNIT
REQUEST FOR LETTERS OF INTEREST

THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION (NCDOT) DESIRES TO ENGAGE QUALIFIED PRIVATE CONSULTING FIRM FOR THE PURPOSE OF PROVIDING QA/QC AGGREGATE SAMPLING SERVICES ON TRANSPORTATION PROJECTS THROUGHOUT THE STATE. NO SUB-CONSULTANTS ARE ALLOWED.

- **The primary firm shall be Pre-qualified to perform services for the Materials and Test Unit.**

The Materials and Tests Unit desires to engage a private firm to provide technicians who will travel to producer and supplier facilities, randomly select quality assurance samples, take Verification samples and transport these samples to a designated DOT facility. These technicians may perform other duties as may be determined by the Materials and Tests Unit.

The private firm will be responsible for providing ten (10) contributing level technicians with the appropriate skills and qualifications to randomly select quality assurance samples, take verification samples and enter the sample information into the Departments HiCams program. The technician shall transport the sample to a regional laboratory determined by the department as the location where the material is to be tested. The technician will turn all sampling information over to the Area Materials Engineer so that the AME can conduct any investigation as may be necessary in the event of a discrepancy between the Quality Control and the Departments samples.

The private firm will also be responsible for providing four (4) journey level equivalent technicians who will perform duties as described above and possibly higher level sampling/inspection duties as needed such as sampling concrete or conventional density testing. These technicians will be assigned to one of the NCDOT M&T Division Field Offices, but may be relocated on an as needed basis to a different M&T office in the same Area (with the lower level technicians in the area shifting to remain a balance of one Contract Technician per M&T Division Field Office).

The Department will provide the courses and training necessary for the technician to qualify as a certified QC/QA Aggregate Sampling Technician. The technicians will be based in the various M&T Field Offices located throughout the state and will be provided office space and access to office equipment such as computers, copiers, printers, etc. Training in computer entry will be provided, although basic computer skills would be expected.

The firm will not be expected to provide technicians with the necessary certifications prior to entering into agreement. The Materials and Tests Unit will provide enrollment in the necessary certification courses. However it will be the responsibility of the firm to replace any technician who fails to achieve the necessary certifications.

The Section Material Specialists will provide daily supervision and instruction. The technicians will not be expected to perform any investigations into dissimilarities between the Quality Control and Quality Assurance samples, but the technician would be expected to offer insight into reasons why a difference would have occurred. The technician will not be expected to perform routine assessments of QC personnel's sampling or testing abilities.

The firm will be expected to provide vehicles for the technicians.

The contract will be for two years with an option to extend one additional year.

The Engineer performing the work and in responsible charge of the work must be a Professional Engineer in the State of North Carolina and must have good ethical and professional standing. Any firm wishing to be considered must be properly registered with the Office of the Secretary of State, and if required, with the North Carolina Board of Registration for Professional Engineers and Land Surveyors. The use of corporate subsidiaries will not be allowed in the performance of this work. The firm must have the financial ability to undertake the work and assume the liability. The selected firms will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm must have an adequate accounting system to identify costs chargeable to the project.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). **(There are no subconsultants allowed for these advertised services.)** Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

PREQUALIFICATION

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently

prequalified, please submit an application to the Department prior to submittal of your letter of interest. An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal>. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

EVALUATION

All qualified firms who submit responsive letters of interest will be considered.

The evaluation of firms submitting letters of interest for this project will be based on the following considerations and their respective weights:

1. The firm's understanding of aggregate testing and other materials and approach to provide the required services; 50%
2. The firm's experience and staff to perform the type of work required; 50%

North Carolina firms qualified to do the required work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the Department to be capable of performing a majority of the work required.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

FORMAT FOR SUBMISSION OF A PROFESSIONAL SERVICES MANAGEMENT UNIT LETTER OF INTEREST

All letters of interest are limited to fifteen (15) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single spaced, one sided. **ONLY ELECTRONIC LETTERS OF INTEREST WILL BE ACCEPTED.** Letters of interest containing more than fifteen (15) pages will not be considered.

Letters of Interest should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, DocuDesk deskPDF, etc.

One copy of the Letter of Interest should be sent through NCDOT's FTS system as a .pdf file: psmu-411@ncdot.gov. The FTS system will send you an electronic receipt when your LOI is downloaded to PSMU's server. Paper copies are not required. The subject line should contain the PEF's Name, and "LOI for M&T QA/QC Aggregate Testing".

If an interested firm does not have an FTS account they should send a request through regular e-mail to psmu-411@ncdot.gov . A response will be sent via the FTS system that will provide a login username, password, and login procedures.

Section I - Cover/Introductory Letter

The introductory letter should be addressed to Mr. Scott D. Blevins, P.E., Manager of the Professional Services Management Unit. Said letter is limited to two (2) pages and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firms possible conflict of interest for the work; and
- Summation of information contained in the letter of interest . including an email address and telephone number for the firm's contact person.
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Section II - Evaluation Factors

This section is limited to seven (7) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify project personnel qualifications and experience as related to this work;
- Unique qualifications of key team members;
- Identify type and location of similar work performed within last seven (7) years;
- Understanding of project approach; and
- Any innovative approaches to be used.

Note: If a project team encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

Section III - Supportive Information

This section is limited to six (6) pages and should contain the following information:

- Capacity Chart/Graph (available work force);

- Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel;
- Names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest.

This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08)

Complete and **sign** each Form RS-2 (instructions are listed on the form).

The required form is available at: <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

Private consulting firms are invited to have letters of interest for furnishing QA/QC AGGREGATE SAMPLING SERVICES "services "FTS-ed" to the Professional Services Management Unit by **12:00 p.m. on April 8, 2014. Letters of interest received after this deadline will not be considered.**

Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If letters of interest do not meet ALL of these requirements or if they are sent by any other means other than NCDOT's FTS system, or to any address other than psmu-411@ncdot.gov they will be disqualified. No exception will be granted.

The e-mail address is:

psmu-411@ncdot.gov

Any questions concerning the advertisement or scope should be directed to Scott Blevins, PE, at sblevins@ncdot.gov or by telephone at 919-707-7132.

Advertised March 15, 2014

If you feel information provided is inadequate to submit a letter of interest, please contact Mr. Blevins.

The firm(s) selected will be notified by **April 23, 2014**. Notification will not be sent to firms not selected.

The firm(s) selected will be listed on the Internet at
<https://connect.ncdot.gov/letting/Pages/Private-Engineering-Firm-Advertisements-.aspx> **April 24, 2014**.